

Unit 11 : Sectors

Unit 12 : Occupation

Block 4 : Migration

Unit 13 : Theories and Typologies of Migration

Unit 14 : Migration, Inequality and Social Change

Unit 15 : Migration and Vulnerabilities to Trafficking

Unit 16 : Migration and Development

Block 5 : Legislation, Social Protection and Policy

Unit 17 : Frameworks and Approaches

Unit 18 : Important Legislation and Landmark Judgments

Unit 19 : Welfare and Social Security Measures

Unit 20 : Women in Planning and Social Policy

Block 6 : Women and Globalization

Unit 21 : Globalization and Economic Change

Unit 22 : New International Division of Labour

Unit 23 : Questions of Feminization and Marginalisation

**MGSE-009 : GENDER ISSUES IN WORK, EMPLOYMENT
AND PRODUCTIVITY**

4 Credits

This course is a part of MA (Gender and Development Studies) Programme of IGNOU designed and developed by the School of Gender and Development Studies. We have included this course for Semester IV group D of MA Economics Programme.

Course Learning Outcomes:

After completion of the course a learner is expected to

- Analyse the origin and implication of gender segregation of work;
- Highlight women's contribution to the national economy; and
- Discuss the labour market from the gender perspective and social security measures for women and other marginalised sections of society.

BLOCK 1: CONCEPTUALIZING WOMEN'S WORK

Unit 1 : Defining Work

Unit 2 : Productive and Reproductive Work

Unit 3 : Segmentation

Unit 4 : Estimating Women's Work

BLOCK 2 HISTORIOGRAPHICAL ISSUES AND DEBATES IN WOMEN'S WORK

Unit 5 : International Debates

Unit 6 : Indian Debates-I

Unit 7 : Indian Debates-II
Unit 8 : Mobilisation and Resistance

BLOCK 3 PARTICIPATION

Unit 9 : Issues Concerning Participation
Unit 10 : Locations
Unit 11 : Sectors
Unit 12 : Occupation

BLOCK 4 MIGRATION

Unit 13 : Theories and Typologies of Migration
Unit 14 : Migration, Inequality and Social Change
Unit 15 : Migration and Vulnerabilities to Trafficking
Unit 16 : Migration and Development

BLOCK 5 LEGISLATION, SOCIAL PROTECTION AND POLICY

Unit 17 : Frameworks and Approaches
Unit 18 : Important Legislations and Landmark Judgments
Unit 19 : Welfare and Social Security Measures
Unit 20 : Women in Planning and Social Policy

BLOCK 6 WOMEN AND GLOBALIZATION

Unit 21 : Globalization and Economic Change
Unit 22 : New International Division of Labour
Unit 23 : Questions of Feminization and Marginalization

MECP-202: PROJECT WORK

4 Credits

In the M.A. Economics (MAEC) programme the student can opt for MECP-202: Project Work. The evaluation of which is based on submission of a Project Report and viva voce examination on the project report submitted. There is no assignment for MECP-202.

The student is expected to conduct an in-depth study on a topic and reveal his/her analytical and presentation skills. Therefore, the topic for project report should be precise. Project Report should be of about 15,000-20,000 words (about 50-60 pages), typed double space. A Project Guide is dispatched to students along with study material to help him/her in preparing the Project Report.

You can have a supervisor from the Academic Counsellors of MEC courses at the Study Centre or a faculty of a Research Institute involved in research activities for preparation of the Project Report. The student is expected to develop a Project Proposal in consultation with the supervisors approved by the faculty at the Headquarters. The Project Proposal duly endorsed by the supervisor is submitted to the Course Coordinator, MECP-202 course, School of Social Sciences, IGNOU, New Delhi for approval. Project Report submitted without a supervisor or without the approval of the proposal by the Faculty of Economics at IGNOU Headquarters will not be accepted for evaluation by Student Evaluation Division.

Before writing the Project Report, the Project Proposal should be sent for approval to ‘The Course Coordinator, MECP-202 Course, Block F, School of Social Science, IGNOU Campus, Maidan Garhi, New Delhi 110 068’. A proforma for submission of Project Proposal is included in the Project Guide.

When the Project Report is complete, it should be sent to the **Registrar Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi- 110068** for evaluation purposes. Completed project report should NOT be sent to the Course Coordinator/ Faculty of Economics. The guidelines on how to prepare a project proposal are provided below.

Guidelines for Preparing a Project Proposal

- 1) A proposal should be of 4-5 pages. It must contain the following sections: (i) Introduction,
- 2) (ii) Objectives, (iii) Data Sources with variables identified and Methodology, (iv) Limitations and (v) Chapter Scheme.
- 3) The Topic selected should ideally be based on a brief Literature Review. Literature reviewed should be cited in Introduction. Citation should be in the ‘author (year)’ format.
- 4) A Project Proposal in Economics should demonstrate understanding of Theory and ability to carry out empirical work to ‘test theory using data’. Such proposals would have computations, estimation, testing of hypotheses, inference, etc. For instance, you may wish to study ‘poverty’. There are many measures of poverty. Each method require particular type of data. Or, you may want to compare the growth profile of different sectors of the economy like agriculture, industry, etc. Growth rate can be calculated with data for two points of time or by using data that is available in a time series for many years.
- 5) Objectives of your study should be so stated that their first word is a ‘functional verb’. Examples of functional verbs suitable to empirical studies (i.e. studies based on quantitative or statistical data) are what are stated in 3 above (compute, estimate, test, infer, etc.). Such studies can be based on secondary data published from different governmental (CSO, NSSO) and non-governmental agencies (CMIE).
- 6) You can see for yourself that for empirical studies, it is easy to establish a one-to-one linkage between the functional verbs used in objectives and their elaboration that you can provide under the section of ‘methodology’. Proposals with such clear linkage, between objectives specified and methodology detailed, would get easy approval by the faculty.
- 7) Proposals need not necessarily be empirical. This means studies proposed can be based on qualitative data or mere descriptive account. Appropriate functional verbs which can be used for such studies are: discuss, explain, bring out, identify, illustrate, etc. For instance, you may undertake to survey ‘efforts made for self-employment venture and their success’. Such studies need primary survey. For studies based on primary survey, it

is important to give (i) area where survey is proposed to be carried out, (ii) survey unit (e.g., household, establishment, institution), (iii) sample size and (iv) method of drawing a random sample for the study (where applicable).

- 8) The above-mentioned points (explicitly written under the five heads mentioned in 1 above), would constitute the bare minimum of your Project Proposal. Note that under 'data sources and methodology' you must indicate the periodicity of data (i.e. monthly, quarterly, yearly, etc.) considered, formulae for computation, test statistic, etc. in as much detail as possible. Proposals with such details would be approved without any need for revision and resubmission.
- 9) While the above is the minimum requirement, note that you have studied in your compulsory theory papers a lot of other techniques and concepts. For instance, for analyzing the cause and effect, or for identifying the determinants of an economic phenomenon like growth, you can fit a regression model with empirical data. You can see that the functional verb 'examine' can be used in your objectives for such an analysis. This verb can be suitably used both in quantitative and qualitative studies. If you are able to include such things, your proposal rises above the minimum level expected.
- 10) A more detailed Project Guide is uploaded on eGyankosh in our university's website. You can access it by following the Path: eGyankosh – IGNOU Self Study Material (SLM) – School of Social Sciences (SOSS) – Levels – Masters Degree Programmes – Current – Master of Arts (Economics) (MEC) – 1st Year/Project Guide.

***Please Note:* For Regional Centers & Study Centers please visit IGNOU's website www.ignou.ac.in**

10. SOME FORMS FOR YOUR USE

We are enclosing sample copies of certain forms which you will find to be useful. Whenever you have to correspond with the University, please get a photocopy of the relevant form, fill it carefully, and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

- 1) Assignment remittance-cum-acknowledgement form
- 2) Change of medium of study/optional courses
- 3) Application for credit transfer
- 4) Intimation of non-receipt of study material
- 5) Application Form for issue of a Duplicate copy of Diploma/ Degree/ Certificate
- 6) Form for duplicate Grade Card/Mark sheet
- 7) Form for Provisional Certificate
- 8) Form for Issue of Migration Certificate
- 9) Form for Early declaration result
- 10) Form for Re-Evaluation of Answer Script
- 11) Form for Improvement in division/class
- 12) Issuance of Official Transcripts
- 13) Obtaining photocopy of answer scripts

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Enrolment No. :

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Programme : **MA Economics**

Name : _____

Medium : **English/Hindi**

Course Code : _____

S.No. Assignment No. _____

FOR OFFICE USE ONLY

Sr. No. :	
Signature of the receiver	Date :
_____	_____
_____	Seal

Signature of the Student _____

Date : _____

- Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

Enrolment No. :	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											Programme : MA Eco
Name :	_____											
Course Code :	_____											
		Medium :										

S.No.	Assignment No.	For Office Use Only										
		Sr. No. :										
		Date of Receipt :										

		Name of Evaluator :										

		Date of despatch to the Evaluator :										

Sig. of dealing Accountant		Date of receipt from										
Date : _____		Evaluator : _____										

To
The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit
and Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course
Rs. 1200/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set
of course material

Sub.: 1. Change of Medium of Study
 2. Change of Courses of Study

Enrolment No.:

--	--	--	--	--	--	--	--	--	--

1. Change of Medium: From _____ to _____
2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

Fee Details: Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone & Email _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer in M.A. (Economics) Programme

Enrolment No.

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Name & Address _____ Programme of Study :

--

Details of Credit Transfer Fee paid : _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
Payable in favour of IGNOU, New Delhi (fee is Rs. 500/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge										
Student Signature & Date : _____										
Recommendations of Schools :										
Credit Transfer recommended for the following Courses					Credit Transfer for the following courses not recommended					
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed up to a maximum of 32 credits only.
- 3) Enclose the attested copies of the following along with the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 500/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address:

The Registrar (Student Registration Division)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

To
The Registrar,
MPDD, IGNOU
Maidan Garhi, New Delhi



Sub : Non-receipt of Study Material

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Programme

--

Medium of Study

--

I have not received the study Materials in respect of the following :

Sl. No.	Course Code	Blocks
---------	-------------	--------

I have remitted all the dues towards the course fee and there is No change is my address given as follows :

Name and Address :

Signature :

.....

Date :

.....

.....

For Official Use

Date of despatch of study material to students



Control No.....

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address

.....
.....
.....
.....

Pin

--	--	--	--	--	--	--	--

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

for Rs. 200/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to :

The Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Student Evaluation Division
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

--	--	--	--	--	--	--	--	--

Programme Title

Regional Centre

Name

Father's Name

Month and year of last examination in which you have completed the Programme

Mailing Address

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

**The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

1. Name :
2. Father's/Husband's Name :
3. Address
.....Pin
4. Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre in which the Candidate is attached
.....
6. Name of the University to which the Candidate wants to migrate
.....

Draft Details	
Amount Rs. _____	D.D. No. _____ Date _____
Bank Name _____	Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. _____ is correct as per scholar register.
2. He/She may be issued the Migration Certificate applied for _____
Date _____ Dealing Assistant _____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ Son/daughter/wife of _____
resident of _____ hereby
solemnly declare that the Migration Certificate No _____ dated _____ issued
to me by the _____ to enable me to join _____
_____ University has been lost and I did not join any other University on the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name :
2. Programme: Enrolment No:
3. Address:
.....
..... Pin
4. Reason for early declaration of result:

(Enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 1000/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Bismaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvaneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address:

.....

.....

PIN :

--	--	--	--	--	--

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE
.....
.....
.....
.....

Fee detail:

(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): × Rs. 750/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result is placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained Percentage obtained

.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:

	COURSE CODE	COURSE CODE
1.	4.	4.
2.	5.	5.
3.		

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X Rs. 750/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

7. Term-end examination, in which you wish to appear:- June/December.....

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code..... City/Town

.....

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068**

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F Age Group : Below 30 31-40 41-50 Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

11. FREQUENTLY ASKED QUESTION (FAQS)

REGISTRATION & COMPLETION OF THE COURSE

Is there any specific advantage in completing my programme within the minimum period allowed?

It will give you a sense of achievement to complete the programmes in the minimum period. Further, for Gold Medal in a programme only those students who qualify in the minimum period are considered. It is therefore advisable to complete your programme in the minimum period unless you have serious reasons inhibiting you from doing so.

Can I complete the programme in more than the minimum period of two years?

Yes. If your schedule is such that you need more time to complete your programme, the system permits it. For your M. A. (Economics) (MEC) programme, it is 5 years. This is 4 years plus one year which is the extended year.

If I cannot complete my MEC programme in 5 years, is there any way of completing my programme with more time?

You can seek fresh admission whereupon you will get 4 more years. You must check the procedure for fresh admission. You will find the answer to this both in our Common Prospectus (which you can freely download from our website) and also elsewhere in this Programme Guide.

What is re-registration? Why is it needed?

A number of learners, for some reason, cannot appear for all or any of the first year papers. The ODL system allows them to continue their programme despite this. For this reason, re-registration is compulsory irrespective of your having cleared or appeared in the first or previous year's courses. It tells the university that the learner is active.

COURSE MATERIAL & COUNSELLING SESSIONS

I have successfully registered some days back but have not yet heard anything from any division in IGNOU. When will I receive my Course Material?

It usually takes up to 8 weeks for MPDD, IGNOU to dispatch and for you to receive course material. Meanwhile, you can visit eGyankosh on our website (www.ignou.ac.in). Following the path: eGyankosh – IGNOU Self Study Material (SLM) – School of Social Sciences (SOSS) – Levels – Masters Degree Programmes –Current – Master of Arts (Economics) (MEC) – 1st Year/Programme Guide you can download the Programme Guide and also course material. Begin your studies with the Programme Guide. You can then start off with the soft material of any one course of your liking. You will soon be receiving your material by post.

What are Counselling Sessions?

Counselling sessions are held in Study Centres. You must read your course material and write down your specific questions. You can pose these questions to your counsellor in the counselling session.

In what way attending counselling sessions are useful?

There are multiple ways in which you can benefit by attending counselling sessions. You can clear your doubts by asking the counsellor. You can interact and discuss with your classmates and take advantage of peer learning. In some cases, students are able to build their network through these sessions.

Is attending counselling sessions compulsory?

Attending counselling sessions is voluntary and not compulsory.

ASSIGNMENTS

What are ‘assignments’?

Assignments are an important pre-requisite for you to appear in the TEE. For appearing in TEE, submission of assignments is a must.

From where do I access the assignments?

All the assignments are available at the university website. The required assignments need to be downloaded by the learners.

Where exactly will I find the assignments on the university website?

The path for reaching the assignments page on the website is: Go to IGNOU website – Go to Student Support – Go to Downloads – Go to Assignments – Go to the link of the MA (Economics). From here, you must select the relevant year of your admission i.e. registration/re-registration cycle.

Is there any validity of a given assignment which is on the website?

Yes, on the top of each assignment, instruction to submit and validity of the assignments is printed. For instance, you will find it written like this: for students appearing in the TEE of June 2023, the last date for submission of assignments is April 2023. Likewise, for students appearing in the TEE of December 2023, the last date for submitting assignments is the 31st of October 2023. In most cases, assignments for July and December exams are the same. You must read the instructions given on the assignments carefully.

Where should I submit the assignments?

You must submit them at your SC.

When to submit the assignments at SC?

It is important for you to submit them early enough without waiting till the last moment.

What is the weightage of assignments in my final score?

Assignments carry 30% weightage in your final results. Rest 70 % will be from your TEE score.

Do I need to keep a copy of my assignment after submitting them to the SC?

In the various formats prescribed, for assignments submission, there is a 'Assignment Remittance Cum Acknowledgment Form'. If you submit offline, you can obtain this acknowledgment. You can also submit assignments online. It is always advisable to retain a copy of submitted assignment with you as proof of having submitted your assignment.

Can assignments be typed? Or, do they have to be necessarily hand written?

All assignments need to be handwritten.

What happens if I submit a wrong assignment?

Wrong assignment will not be evaluated by the counsellors. In such cases, your Grade Card will not be prepared. For this reason, you must carefully look at the assignment before attempting it.

If I miss a TEE for some reason, are the marks awarded for my assignments valid for future exams?

Yes, assignment marks are valid for future TEEs.

If I did not submit assignment and want to appear in TEE next year then which assignment should I submit next year?

If you have not submitted assignment, then attempt and submit the assignment of next year. You will find that assignment on the university website. For example, you did not submit assignment in 2021 and did not appear for TEE in 2021. Then you wish to appear for TEE in 2022. You need to submit assignments for the year 2022 and not 2021.

CREDIT TRANSFER**What is Credit Transfer? How is this helpful?**

If you have sought re-admission, the credit earned by you during your first registration validity period, will be transferred. You would have to complete the programme by preparing for only the left-over courses.

EXAMINATION & EVALUATION**When should I fill up the exam form for June/January TEE?**

For TEE in June, submission of Exam Forms, without late fee, is from 1st February to 31st March. Thereafter, up to 28th May, you can submit Exam Forms with Late Fee. Likewise, for December TEE, the time period for submitting forms without Late Fee is from 1st August to 30th September. For more details, you must visit university website.

How to procure my admit card or hall ticket?

For appearing in the TEE, you must download your hall ticket or admit card from the university website and you must complete the formalities printed on the Admit Card well in time.

How will I get to know about my exam centre?

Your exam centre will be printed on your admit card.

How can I apply for re-evaluation? Is there any fee to be paid for the same?

Yes, you can apply for re-evaluation. In your Programme Guide, you can see a form prescribed for applying for this.

Can I appear again for improving my score in one/few courses?

Yes. But this is allowed only for improving your score if you fall short of 2% marks to secure 2nd and 1st division. This is also allowed for those who fall short of 2% marks to secure overall 55% marks in M. A. programmes.

Do I have to prepare and appear in all the courses of a particular year of a programme?

You can choose to appear in as many papers or courses as is convenient to you.

How do I procure the Migration Certificate?

There is a form prescribed. You can find the details in the Common Prospectus which you can download from our website.

I need transcripts to apply for further education in a foreign university. What is the procedure? Please check the university website. You need to fill a form and provide a demand draft as per the procedure provided on the website.

PROJECT MECP 201**Is MECP 201 a core course?**

No, MECP 201 is an elective course. You have an option of not choosing it.

How do I get guidance about a project to be done under MECP 201?

Refer the section for steps involved in project preparation and submission which are provided in this programme guide.

Who will be my project supervisor?

The academic counsellors at SC will be your project supervisor. You may approach one of them and discuss with them. Alternatively, you may approach any research faculty in any research institute. In such cases, biodata of the supervisor is to be sent along with the proposal.

Is submitting project proposal compulsory?

Yes, a project proposal or synopsis is necessary to be submitted. Once it is accepted then you shall start working on your project.

How do I prepare the project proposal?

Discuss your project idea with your project supervisor. Refer the section on project guidelines in this programme guide for the guidelines. There is also a Project Guide on university website. The Project Guide is on the bottom left-hand side of the Assignments page on the website.

Do I send my project proposal to the SC for approval?

No

Where to send my project proposal for approval?

You must send the project proposal for approval to the faculty of Economics, School of Social Sciences, IGNOU Maidan Garhi, New Delhi.

What do I do if I receive my proposal back with comments?

You need to resolve those comments as per the feedback provided on your proposal and resubmit the proposal for approval.

Do I need to attach the CV of my project supervisor, along with the project proposal?

Yes, you need to send the CV of your supervisor along with the proposal. The supervisor will be approved based on that CV.

ELECTIVES

How to choose electives?

If you are confident of your mathematical competence, you must select MECE 001/101 on Econometrics. The same applies for the course MECE 003/103.

Do I need to choose MGSE 009 and MWG 111 together? Why?

Yes. This is because you have to complete 12 credits from your two electives. MGSE 009 is of 4 credits and MWG 111 is of 8 credits. Hence, by selecting these two courses you will complete the required 12 credits. You can also select MEDSE 046 instead of MWG 111.

Can we change electives? How?

Yes, you can change electives. You have to go through a process which generally takes time. For this reason, it is better if you choose your elective courses carefully at the first instance. However, if you do have to change courses, you can mail the Programme Coordinator with details. You will get the help required.

How do I get my other queries answered?

The above questions are illustrative. For any other question, please write to the concerned division. The e-mail IDs of different divisions are provided in this Programme Guide. Where emails are not attended to and replied for several days (10-15), you can forward the copy of mail sent by you to the email IDs narayanprasad@ignou.ac.in and vijetabanwari@ignou.ac.in